



**Arizona Department of Transportation**

## **Environmental Planning Group**

**Guidelines for Scoping  
Environmental Determination  
and  
Categorical Exclusion  
National Environmental Policy Act Documents**

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## **I. ABOUT SCOPING**

Scoping is often the first contact between the proponents of a proposal and the public. The scoping process leads the proponent to think about the proposal early on in order to explain it to the affected agencies and public. The environmental document will, therefore, include a reflection, or at least an acknowledgement, of the agencies' and the public's concerns. This can reduce the need for changes because it reduces the chances of overlooking a critical social, economic, or environmental issue, or a reasonable alternative.

These guidelines are intended to standardize Arizona Department of Transportation (ADOT) scoping letters to promote a consistent, positive initial contact with agencies and the public. All scoping, including the initial contact letter, should be tailored to meet the needs of each individual project. Care should be taken to ensure that information presented is consistent and applicable to the project.

### **OBJECTIVES:**

Scoping has specific objectives:

- Identify affected public and agency concerns
- Facilitate document preparation process by:
  - Ascertaining related permits
  - Determining reviews that must be scheduled
  - Defining issues that need attention and devoting less time to issues that cause little or no concern

### **PURPOSE:**

Scoping is a process to:

- Invite participation
- Determine important issues
- Determine level of analysis
- Allocate assignments
- Identify other studies
- Indicate timing of activities

### **TECHNIQUES:**

Scoping cannot be useful until the agency knows enough about the proposed action to present a coherent proposal. A clear picture of the proposed action needs to be developed. Until that time, there is no way to explain to the public or other agencies what you want them to comment on. Start scoping only after there is enough information to present a clear picture of the project to the public and agencies.

There is no required procedure for scoping. It is important to tailor the type, timing and location to the proposed project.

Letters: Develop a mailing list based on affected/involved agencies and public. Include property owners of affected and adjacent properties. Allow the public and agencies 30 calendar days to respond with comments or concerns.

Prepare an information packet and solicit written, faxed, e-mailed, or phoned-in comments based on the information mailed in the packet.

Meetings: If you suspected that a proposed project could benefit from a meeting with the affected public, a scoping meeting in the early stage of project development may be appropriate. All parties would have the opportunity to meet one another and to listen to the concerns of others. People can see that you are listening to them in a face-to-face meeting, and personal and working relationships then develop among the parties. A quantity of interests and issues can be covered in a short amount of time.

Note: A public meeting does not imply the need for an Environmental Assessment.

Responses: Often, input received from the public requires a response from ADOT. All specific questions raised in scoping letters require a written response in the form of a letter from the assigned EPG planner, project manager, or CCP depend on the concerns within ten business days of receipt or within a timeframe agreed by the project team.

Administrative Record: All scoping communications require documentation for the administrative record. Email messages, as well as all responses, should be printed in a format that displays the sender information and time mailed as well as the message text. All telephone conversations that involve scoping discussions with either agencies or the public, are to be documented in hard copy. Documentation should include the date, time, caller's name, telephone number, name of person called, subject, and message. Typed records are preferable to handwritten documentation.

**CITATIONS FOR SCOPING:**

40 CFR 1500-1508 – see 1506a (CEQ regulations for implementing NEPA)

23 CFR 771.111(a) & (e)

*State of Arizona Action Plan for federally funded projects* (pages 24, 25, 27, 28)

**II. SCOPING CONTACTS**

The scope of work, location, and duration of the project need to be carefully considered when preparing the contact list. When in doubt regarding whom to scope, always coordinate with the assigned EPG planner.

**NOTE: These lists are not all-inclusive – the scope of each project should be reviewed to determine if additional contacts are needed.**

**ALL PROJECTS** – These entities are to be scoped for projects including Group I and Group II CEs and Environmental Determinations unless otherwise directed by EPG planner.

- AZ Game and Fish Department if on non-Tribal land
- Land Management Agency (i.e., Forest Service, Park Service, Bureau of Land Management, etc.)
- Local Jurisdictions: County, City / Town
- Municipal Planning Organization (MPO)
- Council of Government (COG)
- Center for Biological Diversity
- Sky Island Alliance
- Appropriate Tribal and BIA Departments (i.e., Transportation, Planning, Natural Resources)
- Fish and Wildlife Service

**AS APPLICABLE** - Group II CEs and Environmental Determinations – Scope the entities listed under ALL PROJECTS and any of the following entities found to be applicable to the specific project.

- Holders of Land Use Permits
- Mining and grazing permittees / leaseholders
- Emergency Response- Hospital, Police, Sheriff, DPS, Fire Department
- Schools
- Chamber of Commerce
- Tourism Board
- Business Associations
- Adjacent businesses
- Adjacent and affected residents
- Neighborhood Associations (i.e. HOA, bicycle clubs)
- Environmental Organizations (Sierra Club, Audubon Society, etc.)
- Tribal Chapters
- Secondary users (i.e. those who use side roads leading to communities on reservations and national forests)
- Floodplain coordinator if within a 100-year floodplain
- Environmental Protection Agency if within a sole source aquifer and federally funded
- Coast Guard if the Colorado River is involved

- The Grand Canyon Trust for projects within the Colorado Plateau north of I-40.
- The Friends of SR 82 for projects on SR 82 and SR 83.

#### DO NOT SCOPE:

- US Army Corps of Engineers
- ADOT Districts
- Arizona Department of Agriculture
- Arizona Department of Environmental Quality
- Arizona Game and Fish Department or state agencies if project is solely on tribal land

### **III. STANDARDIZED SCOPING LETTERS**

#### **A. GENERAL SCOPING LETTER**

The general letter provides a description of the location and a detailed scope of the proposed project, provides contact information, and requests responses by a specific date. The general letter is sent to all entities on the contact list. However, letters to certain public agencies (i.e., AZ Game & Fish) should be edited to request additional information (see Section B).

#### **B. SCOPING LETTER FOR LAND MANAGEMENT AGENCIES' ADMINISTRATORS AND BIOLOGISTS**

In addition to sending a general scoping letter to the Administrator of the land management unit (i.e., District Ranger, Field Office Manager, Park Ranger), a scoping letter should also be sent to the biologist of the unit. Always annotate the letter with a C: and send copies to ensure recipients know who else in their agency also received the letter.

##### **1. Letters to the Administrators of the Land Management Agencies**

The following paragraphs are to be added to scoping letters to Administrators of the land management agencies (US Forest Service, National Park Service, etc.):

##### **- All land-management agency biology request letters (including tribal):**

Please respond if your agency has any biological concerns related to this project or would like specific species addressed in the document. We will send the biology document for review and comment prior to finalization, and prior to submittal to the US Fish and Wildlife Service, if required. If any meetings with the US Fish and Wildlife Service are necessary for this project an invitation to the meeting will be extended to your agency as well.

##### **- When the biology contact is known:**

During the biological compliance process we will coordinate with [NAME OF AGENCY BIOLOGIST AND TITLE], who - according to our records - is the appropriate contact for biological issues. Please let us know if this contact has changed.

##### **- When the biology contact is not known:**

Please let us know if there is a specific contact we should coordinate with who can represent your agency when dealing with biological issues.

##### **2. Letters to the Biologist**

Initial biological scoping with land management agencies (i.e. Tonto National Forest, AGFD, USFWS) occurs as part of the scoping process. This will ensure early coordination with the affected land management agencies, the AGFD, and the USFWS. The purpose of this scoping is to determine if there are any specific biological issues related to the project, determine if there are specific species the land management agencies would like to see addressed in the biological document and to determine if the management agency would like to review the document or receive a courtesy copy. Ensure that within the body of the letter the correct comment return address is shown. The address shown within the letterhead of the ADOT letter isn't always the appropriate return address.

Note that this guidance is for the use of the planner who is generating the project scoping letters. The same scoping letter used for general purposes should be used as the basis for the biology scoping letters, with the addition of the paragraphs listed below. A copy of these letters, along with any responses, need to be attached to the biology document generated for the project. If a response is received from the biology scoping letters, the consultant biologist must immediately relay that response to the regional ADOT biologist to coordinate a response. This needs to be done before a response is issued, and before the biology compliance document is submitted for review.

Use the Arizona Game and Fish On-line Environmental Review Tool for projects requiring game and fish scoping. The web site can be found at <http://www.azgfd.gov/hgis/>. This link provides information on special status species occurrences.

The on-line printout needs to be forwarded to the EPG planner for review of the project area and description. In most cases, ADOT projects should be delineated by using the line or point tool. The system automatically includes a three mile buffer to incorporate species occurrences. Discuss with the regional biologist if you feel it is necessary to delineate a project area by drawing a polygon. If the review tool brings up concerns that need to be addressed prior to submitting the project biological document, forward the on-line printout and discuss with the regional biologist. Otherwise, the printout is to be included as an attachment to the biological document. Do not sign the printout.

**Include the following paragraphs immediately above the contact information paragraph:**

Paragraph to include in scoping letters to AGFD if the on-line tool was used:

A list of species potentially occurring within the project area was obtained using the AGFD On-Line Environmental Review Tool. This project was submitted on-line for your review on [date] and is recorded under Search ID Number [ID number]. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project please let us know. This can include information on wildlife movement, habitat issues, or seasonal concerns, to name a few.

Paragraph to include in scoping letters to AGFD if the on-line tool was not used:

Due to the large size of this project, the AGFD On-line Environmental Review Tool did not accurately depict the project area. This letter serves both as a request for a list of potential species occurring in the project area and as your agency's invitation to review the project based upon the scope of work outlined above. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project please let us know. This can include information on wildlife movement, habitat issues, or seasonal concerns, to name a few.

Paragraph to include in scoping letters to AGFD:

If the AGFD would like to have continued involvement with this project please include an expression of interest, individual contact information and a description of specific concerns. If no concerns or requests for future coordination are identified, ADOT will consider our coordination complete for the project.

**NOTE: Do not send scoping letters to AGFD for projects that occur entirely on tribal lands. The AGFD scoping letter should be addressed to: Laura Canaca, Project Evaluation Program Supervisor, Arizona Game and Fish Department, WMHB - Project Evaluation Program, 5000 W. Carefree Highway, Phoenix, AZ 85086 (contact information up to date as of November 2008).**

Paragraph to include in scoping letters to the USFWS:

If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project please let us know by responding to the address listed below. This can include information on wildlife movement, habitat issues, or seasonal concerns to name a few.

**NOTE: Two scoping letters are sent to the USFWS; one letter addressed to Steve Spangle, Field Supervisor, and one letter to the Assistant Field Supervisor for the region the project occurs in. For the Northern region, the Assistant Field Supervisor is Brenda Smith. The Central contact is Debra Bills and the Southern contact is Sherry Barrett.**

Paragraph to include in scoping letters to the BIA:

During the biological compliance process for this project we will coordinate with the \_\_\_\_\_ (*tribe*). In addition, their designated representative will be offered a review of the biological document and will be invited to any meetings that may occur with the US Fish and Wildlife Service. If your agency has any specific biological concerns, would like to review the biological evaluation, or would like to be invited to any meetings with the US Fish and Wildlife Service that may occur please let us know. If we do not receive a response from you on this issue we will assume our coordination through the \_\_\_\_\_ (*tribe*) is sufficient for your agency and no specific coordination with the BIA is necessary during the biological compliance phase.

**NOTE: When on tribal lands a letter needs to be sent to the BIA. A letter containing the paragraph above needs to be sent to Chip Lewis when working in the BIA's Western Region and to Harrilene Yazzie (NEPA coordinator) when working in the Navajo Region.**

**Coordination for projects on Navajo Nation Lands:**

For all projects containing ROW or easement across Navajo Nation lands, the consultant needs to provide the ADOT biologist with a written data request to be forwarded to the Navajo Nation Department of Fish and Wildlife data manager (see example letters). Requests should include a brief project description, brief project location, and a reproduced 7.5' USGS quad map (see Attachment A: Navajo Natural Heritage Program Data Request Procedures and Fees, revised October 2002). When on Navajo Lands, DO NOT use the boilerplate paragraphs below unless instructed by the ADOT regional biologist. It is not necessary to send scoping letters to the Navajo Fish and Wildlife Department. See Biological Procedures for Consultants for further information when on Navajo Lands.

Paragraph to add to land-managing **biologist** letters, including tribe:

Please respond if your agency has any biological concerns related to this project or if your agency has any specific species it would like addressed in the document. We will send the biology document to your agency for review and comment prior to finalization if requested. Please let us know if your agency would prefer a copy of the biology document for your agencies files only as opposed to a review. If any meetings with the US Fish and Wildlife Service are necessary for this project an invitation to the meeting will be extended to your agency as well.

Paragraph to add to land management agency **contact** letters, including tribe:

1. IF the biology contact at the agency is known:

During the biological compliance process we will coordinate with \_\_\_\_\_ (*name of agencies biologist and title*), who according to our records is the appropriate contact for biological issues. Please let us know if this contact has changed, or if your agency has any specific biological concerns.

2. IF the biology contact at the agency is not known:

In addition, please let us know if there is a specific contact we should coordinate with that can represent your agency when dealing with biological issues. If you have specific biological concerns related to this project please let us know.

**NOTE: A scoping letter should be sent to BOTH the land-managing biologist and the land management agency contact. If the biologist is not known, find out who the contact is, then send him/her a scoping letter. When sending these letters, make sure to c: each of them on the bottom of the letter so they know who in their agency received the letter.**

**All responses to scoping letters that include biological information need to be forwarded to the appropriate ADOT biologist. Response letters need to be attached to the BE / BR / BA&E written for the project. If no response was received the scoping letters should be attached.**

#### C. BUREAU OF LAND MANAGEMENT

State Funded Projects: – If the project is state funded and on lands administered by the BLM, the letter is sent to the BLM by the EPG planner. The general letter is edited to include the Township, Range and Section of the project so the agency can review its databases for Threatened, Endangered and Sensitive species information, which are collected and recorded in this format. It also asks whether the agency wants any further involvement with the project.

Federally Funded Projects: - If the project is located on land administered by the BLM, and is federally funded pursuant to 23 U.S.C. (i.e., Title 23), follow the protocol listed in *Memorandum of Understanding and Operating Agreement between the BLM/FHWA/ADOT*, dated November 19, 2008. The MOU provides that “FHWA will send written notification of the project to all affected BLM field offices, with a copy to ADOT EPG”:

1. Inviting BLM to participate as a cooperating agency,
2. Requesting that BLM identify known issues and concerns relating to protection of valid existing rights and resources on BLM-managed lands potentially affected by the project, and
3. Requesting a determination whether the proposed project is in conformance with BLM land use plans.”

The EPG planner will review the coordination letter and forward it to the FHWA Environmental Program Manager for action (see FHWA to BLM Example).

#### D. FLOODPLAIN MANAGER

If the project is located within a 100-year floodplain, include the following in the general scoping letter:

A review of the Federal Emergency Management Agency Flood Insurance Rate Map for the project area indicates that this project is located within a 100-year floodplain. To assist in your determination of floodplain impacts, the Project Manager or Designer will send you design plans as the project develops.

*(Provide the Project Manager and/or Designer with the Floodplain Managers contact information for the plans distribution list and send a copy of this request to the NEPA Planner.)*

#### IV. FORMAT AND PROCESS

- Font should be 12 pt. Times New Roman



- Margins should be .5 top and bottom, 0.75 left and right
- Letters should be addressed to either: Ms., Mr., Lt., Chief, or Sir or Madam (please make sure this is in the appropriate mail merge fields as well).
- Have the appropriate header on all pages of the letter after the first page to include: Title, Name, Date, Project No., and Page Number.
- When submitting a **draft** of scoping items to the EPG planner for review, include the following as separate attachments:
  - One attachment for each type of letter (general public, agencies, etc.)
  - List of agencies/public to be scoped (spreadsheet)
  - State map & vicinity map
- When submitting **final** scoping items to the EPG planner, include the following as separate attachments:
  - Merged letters for each type of letter
  - Merged envelopes with appropriate regional return address
  - List of agencies/public to be scoped (spreadsheet)
  - State map & vicinity map

The EPG planner is responsible for reviewing the mailing list, maps, and the text of scoping letters. Upon approval, the EPG planner will sign or provide the consultants with his/her electronic signature to be inserted to the letters. Unless otherwise directed by the EPG planner, the consultants are responsible for mailing the letters. Consultants then provide EPG one electronic copy of the mailed letter and will retain all other letters in the project files.

The same letter may not be appropriate for all agencies and the public on the mailing list. Additional or different information or requests may be included in letters as appropriate if approved by the EPG planner.

## **V. ADOT RESPONSES TO COMMENTS RECEIVED**

When comments are received from agencies or the public, the EPG planner will determine if a response is needed. Written responses should be prepared with input from the ADOT Project Manager and the District. The responses are reviewed and signed by the EPG planner typically within ten days of receipt, unless the comments require further research or survey.

Comments received from agencies and ADOT responses will be attached to the Categorical Exclusion or Environmental Determination.

If a letter is undeliverable, or is returned marked “return to sender,” a good faith effort must be made to contact the recipient. Consultants then update the scoping list to reflect contact information.

## VI. EXAMPLES



Janet Napolitano  
Governor

Victor M. Mendez  
Director

# Arizona Department of Transportation Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

(DATE)

Floyd Roehrich Jr.  
State Engineer

(Letterhead can be found on the ADOT website homepage <http://adotnet/forms/Letterhead/Letterhead.asp>)

«Title» «FirstName» «LastName»

«JobTitle»

«Company»

(For Mail Merge)

«Address1»

«City», «State» «PostalCode»

Re: [Federal Project Number (if applicable)]  
[ADOT Project Number]  
[Project Name]

Dear «Title» «LastName»:

The first paragraph contains a brief description of the project including: type of project (pavement preservation, easement project, lane widening etc.); location of project including highway, milepost and distance from nearest town/city or geographic reference point. Also reference the state and vicinity maps. Also identify land ownership.

The Arizona Department of Transportation (ADOT) is planning roadway widening and fence installation projects on US 191 from milepost (MP) 446.4 to MP 448.3 on Navajo Nation land in Chinle, Apache County, Arizona (Figure 1–Project location and Figure 2–Project vicinity). This letter is a request for comments, concerns, or issues relevant to the projects.

The second paragraph describes the existing conditions and the project purpose/need.

Within the project limits, US 191 consists of two through lanes in each direction with 2-foot-wide shoulders. Multiple residential and commercial driveways are in the project limits, including access points for Chinle High School and Chinle Junior High School. No dedicated turn lanes are present from MP 446.4 to MP 447.5. Livestock is regularly observed in the right-of-way (R/W), and pedestrians have been observed crossing the highway outside marked crossing areas. The purpose of these projects is to improve traffic operations on US 191, reduce the presence of livestock in the highway R/W, and guide pedestrians to marked crossings.

The third paragraph describes the scope of work in bullet format. Do not use jargon.

The scope of work for these projects includes:

- Widening US 191 from MP 446.4 to MP 447.5 to provide a two-way left-turn lane.

Title First and Last Name  
Page 2  
TRACS Number  
Date (followed by 2 returns)

- Constructing curb, gutter, and sidewalk from MP 446.4 to MP 447.5.
- Installing chain-link R/W fencing, pedestrian gates, and cattle guards along both sides of the highway from MP 446.4 to MP 448.3.

The fourth paragraph includes anticipated construction start date, detours, lane closures, new right-of-way or easements, and temporary construction easements for the project.

Project construction for the fencing, pedestrian gates, and cattle guards is tentatively scheduled for 2010, with an expected duration of 35 days. Project construction for the roadway widening, curb and gutter, and sidewalk is currently planned for 2011, with an expected duration of 8 months. Traffic will be controlled to minimize impacts on motorists, pedestrians, and construction personnel as necessary. Access to residences and businesses will be maintained throughout construction. The acquisition of new easement is not anticipated; however, temporary construction easements will be required.

The last paragraph asks the public to identify any concerns, issues or questions regarding the project. List the contact information including mailing address, e-mail address, fax number, and telephone number.

This letter serves as your invitation to review the proposed project based upon the scope of work outlined above. If you have any specific concerns or suggestions pertaining to this specific proposed project, please let us know.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, fax, and e-mail. Thank you for your time and assistance.

Sincerely, (followed by 3 returns)

Name of ADOT NEPA Planner  
ADOT Environmental Planning Group

Enclosures

c: Project Manager, ADOT  
District, ADOT  
Preparer's Name, Consultant's Firm



# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
Governor

Victor M. Mendez  
Director

Floyd Roehrich Jr.  
State Engineer

(DATE)

«Title» «First\_Name» «Last\_Name»

«Organization»

«Address»

«City», «State» «Postal\_Code»

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear «Title» «Last\_Name»:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2).

Airport Road/Airline Drive in the project area consists of one travel lane in each direction of travel, and SR 87 consists of two travel lanes in each direction of travel with a continuous center turn lane. Currently, the intersection of SR 87 and Airport Road/Airline Drive is a conventional unsignalized intersection with two-way stop signs on Airport Road/Airline Drive. There are no traffic control mechanisms on SR 87; thus, vehicles travelling on SR 87 continue through the intersection without stopping. The SB SR 87 travel lanes located north of the Tyler Parkway roundabout are straight, and vehicle speeds when entering the roundabout may exceed the posted limit.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout
- Relocating a light pole to accommodate the new curb and gutter fixtures
- Reseeding all disturbed areas with native vegetation seed mix

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2009, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

This letter serves as your invitation to review the proposed project based upon the scope of work outlined above. If you have any specific concerns or suggestions pertaining to this specific proposed project, please let us know.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, fax, and e-mail. Thank you for your time and assistance.

Sincerely,

[EPG Planner Name]

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: Project Manager, ADOT  
District, ADOT  
Preparer's Name, Consultant's Firm



# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
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Victor M. Mendez  
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State Engineer

(DATE)

«Title» «First\_Name» «Last\_Name»  
«Position»  
«Company»  
«Address»  
«City», «State» «Postal\_Code»

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear «Title» «Last\_Name»:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2).

Airport Road/Airline Drive in the project area consists of one travel lane in each direction of travel, and SR 87 consists of two travel lanes in each direction of travel with a continuous center turn lane. Currently, the intersection of SR 87 and Airport Road/Airline Drive is a conventional unsignalized intersection with two-way stop signs on Airport Road/Airline Drive. There are no traffic control mechanisms on SR 87; thus, vehicles travelling on SR 87 continue through the intersection without stopping. The SB SR 87 travel lanes located north of the Tyler Parkway roundabout are straight, and vehicle speeds when entering the roundabout may exceed the posted limit.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.



«Title» «Last\_Name»

(DATE)

[TRACS Number]

Page 2

The scope of work for the project consists of:

- Constructing a roundabout at the SR 87 and Airport Road/Airline Drive intersection
- Installing new curb, gutter, overhead lighting, and sidewalks at the new roundabout
- Removing and replacing the curb and gutter on the SB approach of the Tyler Parkway roundabout
- Relocating a light pole to accommodate the new curb and gutter fixtures
- Reseeding all disturbed areas with native vegetation seed mix

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2009, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

This letter serves as our agency's invitation to review the proposed project based upon the scope of work outlined above. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific proposed project, please let us know. This may include information on future development, general plans, or capital improvement projects that would be affected, to name a few.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name, address, phone number, fax, and e-mail. Thank you for your time and continued assistance.

Sincerely,

[EPG Planner Name]

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: Project Manager, ADOT  
District, ADOT  
Preparer's Name, Consultant's Firm



Janet Napolitano  
Governor

Victor M. Mendez  
Director

## Arizona Department of Transportation Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Floyd Roehrich Jr.  
State Engineer

(DATE)

Ms. Laura Canaca  
Project Evaluation Program Supervisor  
Arizona Game and Fish Department  
WMHB - Project Evaluation Program  
5000 W. Carefree Highway  
Phoenix, AZ 85086-5000

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear Ms. Canaca:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34.

Airport Road/Airline Drive in the project area consists of one travel lane in each direction of travel, and SR 87 consists of two travel lanes in each direction of travel with a continuous center turn lane. Currently, the intersection of SR 87 and Airport Road/Airline Drive is a conventional unsignalized intersection with two-way stop signs on Airport Road/Airline Drive. There are no traffic control mechanisms on SR 87; thus, vehicles travelling on SR 87 continue through the intersection without stopping. The SB SR 87 travel lanes located north of the Tyler Parkway roundabout are straight, and vehicle speeds when entering the roundabout may exceed the posted limit.

Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.



«Title» «Last\_Name»

(DATE)

[TRACS Number]

Page 2

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- Relocating a light pole to accommodate the new curb and gutter fixtures
- Reseeding all disturbed areas with native vegetation seed mix

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2009, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

A list of species potentially occurring within the project area was obtained using the Arizona Game and Fish Department (AGFD) On-Line Environmental Review Tool. This project was submitted on-line for your review on 10/16/2008 and is recorded under Search ID Number 20081016007336. Information regarding the project location was reviewed by ADOT and determined accurate. If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project, please let us know. This can include information on wildlife movement, habitat issues, or seasonal concerns, to name a few.

If the AGFD would like to have continued involvement with this project please include an expression of interest, individual contact information and a description of specific concerns. If no concerns or requests for future coordination are identified, ADOT will consider our coordination complete for the project.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, fax, and e-mail. Thank you for your time and continued assistance.

Sincerely,

[EPG Planner Name]

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: Project Manager, ADOT  
District, ADOT  
Preparer's Name, Consultant's Firm



# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
Governor

Victor M. Mendez  
Director

Floyd Roehrich Jr.  
State Engineer

(DATE)

Mr. Steve Spangle  
Field Supervisor  
US Fish & Wildlife Service  
2321 West Royal Palm Road, Suite 103  
Phoenix, AZ 85021

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear Mr. Spangle:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34.

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- Reseeding all disturbed areas with native vegetation seed mix

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2009, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project please let us know by responding to the address listed below. This can include information on wildlife movement, habitat issues, or seasonal concerns to name a few.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, fax, and e-mail. Thank you for your time and continued assistance.

Sincerely,

[EPG Planner Name]

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: Central, Northern or Southern Contact, USFWS  
Preparer's Name, Consultant's Firm



# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
Governor

Victor M. Mendez  
Director

Floyd Roehrich Jr.  
State Engineer

(DATE)

Ms. Debra Bills (Dependent on region: Central, Northern or Southern)  
Assistant Field Supervisor for Central Arizona  
U.S. Fish & Wildlife Service  
2321 W. Royal Palm Road, Suite 103  
Phoenix, AZ 85021

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear Ms. Bills:

The Arizona Department of Transportation (ADOT) is planning to construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34.

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Heavy traffic volumes on SR 87 make it difficult for vehicles on Airport Road/Airline Drive to travel through the intersection causing traffic backups particularly during peak morning and evening travel periods. SB traffic entering the Tyler Parkway roundabout may enter the roundabout at higher speeds than posted. The purpose of the project is to reduce traffic backups at the SR 87 and Airport Road/Airline Drive intersection by maintaining a continuous flow of traffic with a traffic roundabout, and to slow vehicle movement on the SR 87 SB lanes entering the Tyler Parkway roundabout by reconstructing the curb and gutter to provide a slight curve in the road forcing vehicles to slow down.

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- Reseeding all disturbed areas with native vegetation seed mix

The project would occur within the existing ADOT right-of-way (R/W) through private lands. Approximately 1 acre of new R/W and temporary construction easements (TCEs) are required to construct the roundabout. The new R/W and TCEs requirements will be determined during final design. Construction is anticipated to begin in summer 2009, and is expected to take approximately 4 months to complete. The roundabout will be constructed in phases. This project will require temporary lane closures along SR 87 and Airport Road/Airline Drive; however, at least one lane of traffic in each direction will be maintained and temporary signage will be employed for lane closures or turning restrictions.

If you or others in your agency have any specific concerns, suggestions or recommendations pertaining to this specific project please let us know by responding to the address listed below. This can include information on wildlife movement, habitat issues, or seasonal concerns to name a few.

Please submit your comments or concerns by [Date] to ADOT c/o consultant's name address, phone number, and e-mail. Thank you for your time and continued assistance.

Sincerely,

[EPG Planner Name]

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: Steve Spangle, USFWS  
Preparer's Name, Consultant's Firm





# Arizona Department of Transportation

## Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
Governor

Victor M. Mendez  
Director

Floyd Roehrich Jr.  
State Engineer

(DATE)

«Title» «First\_Name» «Last\_Name»  
«Position»  
«Company»  
«Address»  
«City», «State» «Postal\_Code»

Re: [Federal Project Number]  
[ADOT Project Number]  
[Project Name]

Dear «Title» «Last\_Name»:

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Flood Insurance Rate Maps (FIRM) of the project area were reviewed, and indicated that this project is located within a 100-year floodplain. The floodplain maps for the project area are FIRM [map #s](#). To assist in your determination of floodplain impacts, the Project Manager will send you design plans as the project develops.

Please submit your comments or concerns by [\[Date\]](#) to ADOT c/o [consultant's name address, phone number, fax, and e-mail](#). Thank you for your time and continued assistance.

Sincerely,

[\[EPG Planner Name\]](#)

ADOT Environmental Planning Group

Enclosures: Figure 1 – State Location Map  
Figure 2 – Project Vicinity Map

c: [Project Manager](#), ADOT  
[District](#), ADOT  
[Preparer's Name, Consultant's Firm](#)



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
ARIZONA DIVISION

4000 North Central Avenue, Suite 1500  
Phoenix, Arizona 85012-1906

(DATE)

IN REPLY REFER TO:

[Project Number]

[TRACS Number]

[Project Name]

Mr. Steve Politsch, Field Manager (Dependent on BLM Region Office)  
Bureau of Land Management  
Lake Havasu City Field Office  
2610 Sweetwater Ave.  
Lake Havasu City, AZ 86406-9071

Dear Mr. Politsch:

The Federal Highway Administration (FHWA), in cooperation with the Arizona Department of Transportation (ADOT), would like to invite the Bureau of Land Management (BLM) to be a cooperating agency in construct a roundabout on State Route (SR) 87 between milepost (MP) 253.69 and MP 253.76 at the intersection of Airport Road/Airline Drive and improve southbound (SB) SR 87 at MP 254.40 just north of the Tyler Parkway roundabout. The project is located within the Town of Payson, Gila County, Arizona (see enclosed Figures 1 and 2). The cadastral location for this project is Township 11 North, Range 10 East, portions of Sections 27 and 34.

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In accordance with the 2006 Memorandum of Understanding and Supplemental No. 2 Operating Agreement between FHWA, ADOT, and BLM, please (1) respond on your agreement to participate in this project as a cooperating agency, (2) identify known issues and concerns relating to protection of valid existing rights and resources on BLM-administered lands potentially affected by the project, and (3) determine whether the proposed project is in conformance with BLM land-use plans. Please provide your agency's response in writing to this request no later than (DATE). If you have questions, please contact Steve Thomas, Environmental Program Manager, at 602-379-3645, extension 117.

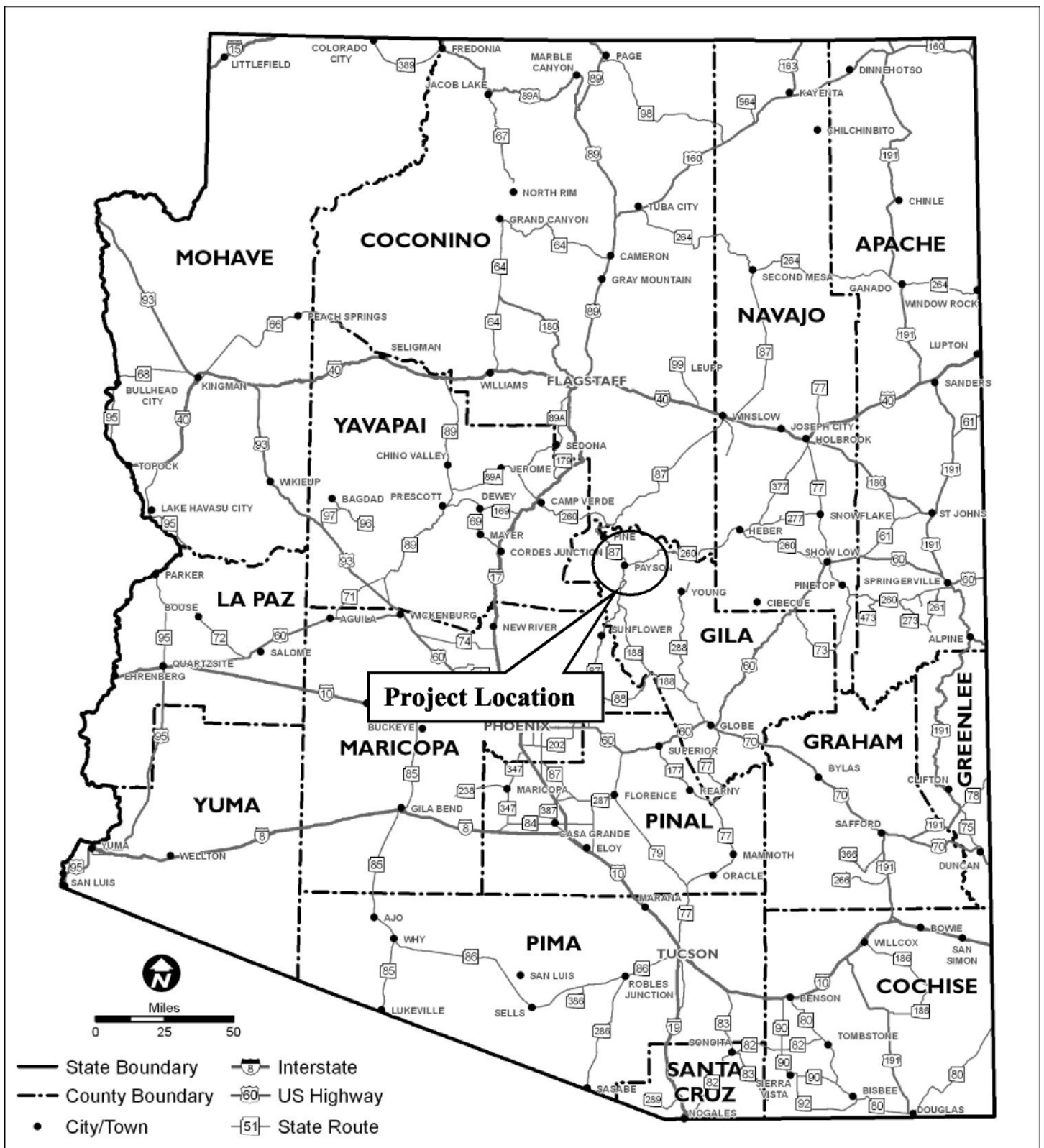
Sincerely,

Robert E. Hollis  
Division Administrator

Enclosures: Figure 1 – Project Location Map  
Figure 2 – Project Vicinity Map

cc: Steve Thomas or Mary Frye, FHWA, Phoenix  
EPG Planner, ADOT EPG, City  
Christine Bates, BLM, Lake Havasu City  
Preparer's Name, Consultant's Firm, City

REH:(consultants initials)



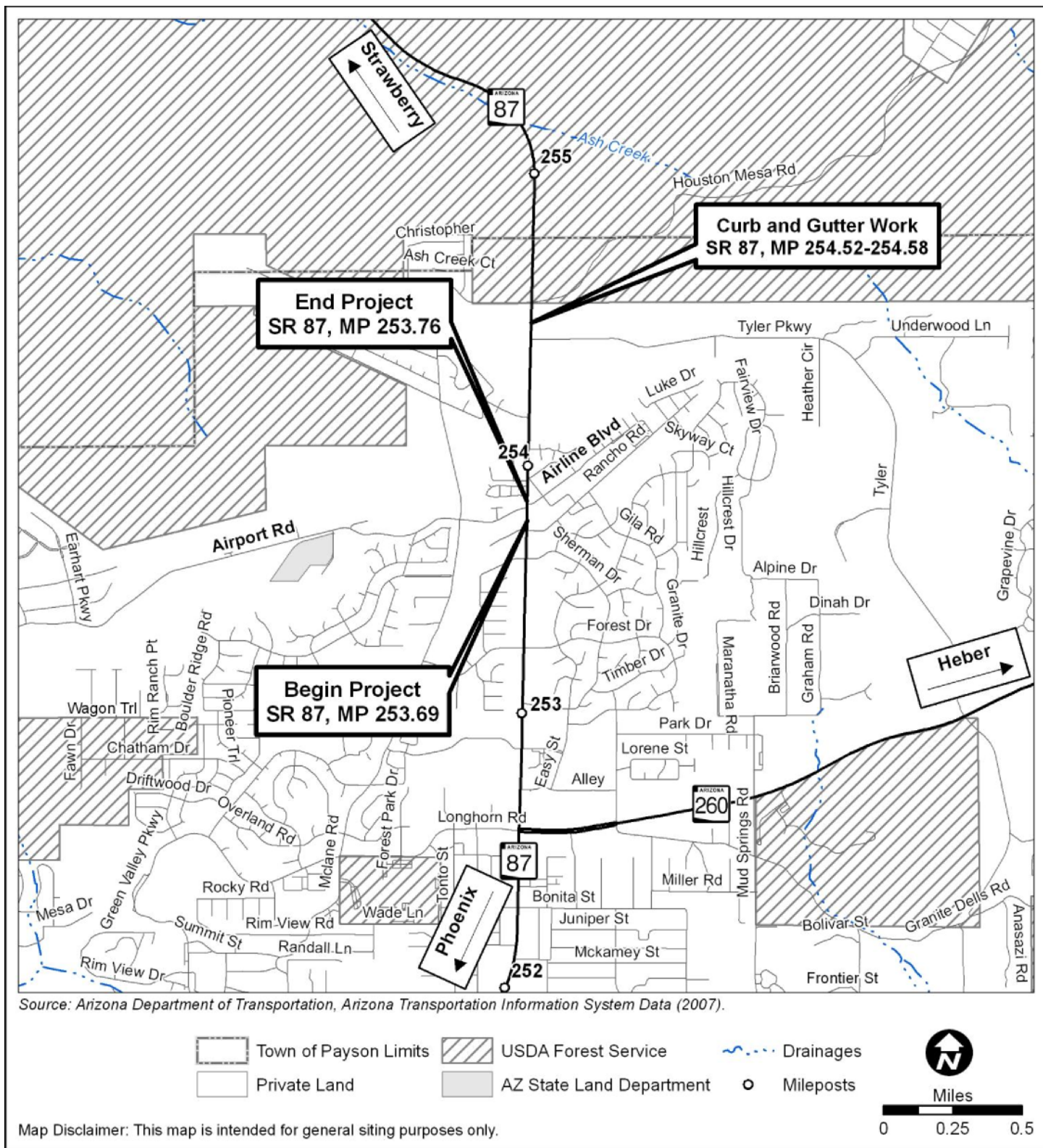


Figure 2. Project Vicinity Map  
Federal Project Number (if applicable)  
ADOT Project Number  
Project Name

# ATTACHMENT A

## DATA REQUEST PROCEDURES & FEES Navajo Natural Heritage Program Department of Fish & Wildlife NAVAJO NATION Revised: October 2002

Data Request = Request for data on the occurrence/potential occurrence of species of concern.

'Species of concern' include legally protected species, as well as other rare or sensitive species. Data requests typically are for potential development projects on the Navajo Nation, and NNHP responses identify species of concern which are known to occur or have potential to occur on or near the project site. This information is intended for use in planning biological surveys and preparing biological evaluations.

### PROCEDURES

- A. Submit Data Requests to:  
Data Manager  
Navajo Nation Department of Fish & Wildlife  
Natural Heritage Program  
P.O. Box 1480  
Window Rock, AZ 86515  
Phone: (928) 871-6472  
Fax: (928) 871-7603  
Website: <http://www.navajofishandwildlife.org>  
<http://www.natureserve.org/nhp/us/navajo/index.html>
- B. Data Requests must include the following components. The absence of any of these components will lengthen the processing time.
1. Written request. Processing of a Data Request may begin if a verbal request is made (provided number 2 and 3 are met), however, a response will not be provided until a written request is received. Please refer to each project by a specific name and number (if available), as that eliminates the potential for confusions during correspondence.
  2. Project summary. Biological concerns may vary depending on factors such as the project size, type, location, length and time of construction, etc. Project summaries should be specific, but not excessively long or detailed. The project should be referenced by name and number, if applicable. This is particularly important for requests that cover several projects (eg., oil and gas wells).

### ACRONYMS

NFWD	=	Navajo Fish and Wildlife Department
NNHP	=	Navajo Natural Heritage Program (a section under the NFWD)
NWI	=	National Wetlands Inventory
7.5' quadrangle	=	7.5-minute series topographic map, published by the U.S. Geological Survey

3. Map. A map of the area with the project site clearly delineated is essential. Processing of a Data Request will not begin until maps are received. Reproductions of 7.5' quadrangles are highly preferred. Please include the map name on all 7.5' quadrangle reproductions. If 7.5' quadrangles are not available, then maps must have a scale and geographic reference points so the project locations and dimensions can be easily and accurately identified. Also, include a legal description of the site and/or distance to nearby landmarks (eg., 2.5 mi. NE junction State Route 264 and Navajo Route 12) if possible.
- C. The NNHP will normally respond to Data Requests within 15 working days of receipt. Standard responses will consist of: (1) species of concern known to occur within three miles of the project site, and (2) species of concern having the potential to occur anywhere on the 7.5' quadrangle(s) containing the project boundaries. Potential for species is determined primarily on quadrangle-wide coarse habitat characteristics and species range information. Your project biologist should determine habitat suitability at the project site.

## **FEES**

Private Individuals, Federal and Tribal Agencies - \$32.50 per request (includes the first four 7.5' quadrangles reviewed) plus \$2.00 per additional 7.5' quad map reviewed (the number of quadrangles reviewed is based on a three-mile radius around the project site).

Consultants and others - \$65 per request (includes the first four 7.5' quadrangles reviewed); plus \$7.50 for each additional 7.5' quadrangle reviewed for projects that require 5 to 20 maps reviewed (the number of quadrangles reviewed is based on a three-mile radius around the project site). Projects that require over 20 maps to be reviewed costs \$10.00 per quad map after the first four quads reviewed.

Separate projects will be considered separate requests. If a single letter solicits data on more than one project, a separate fee will be charged for each project.

An invoice for services will be included with the Data Response.

## **ADDITIONAL INFORMATION**

- For each species included in a letter of response, the following tribal and federal statuses will be indicated: Navajo Endangered Species List (NESL), federal Endangered Species Act (ESA), Migratory Bird Treaty ACT (MBTA), and Eagle Protection Act (EPA). No legal protection is afforded species with only ESA candidate or NESL group 4 status. Currently, species without ESA or NESL legal protection are only included in responses on an irregular basis.
- Biological surveyors on the Navajo Nation must be permitted by the Director, NFWD. Contact the NFWD's Management and Research Section, at (520) 871-7068, for permitting procedures. Biological surveys should be planned for the appropriate season.

- Potential impacts to wetlands should be evaluated. The US. Fish and Wildlife Service's NWI maps should be examined to determine whether areas classified as wetlands are located close enough to the project site to be impacted. In cases where the maps are inconclusive (e.g., due to their small scale) or unavailable, field surveys must be completed. For field surveys, wetlands identification and delineation methodology contained in the "Corps of Engineers Wetlands Delineation Manual" (Technical Report Y-87-1) should be used. When wetlands are present, potential impacts must be addressed in an environmental assessment and the U.S. Army Corps of Engineers in Phoenix must be contacted. NWI maps are available for examination at the NNHP office, or may be purchased through the U.S. Geological Survey. The NNHP has complete coverage of the Navajo Nation, excluding Utah, at 1:100,000 scale; and coverage at 1:24,000 in the southwestern portion of the Navajo Nation.

The Navajo Nation Environmental Protection Agency (NNEPA) has developed the "Navajo Nation Aquatic Resources Protection Manual. For projects that occur in or may disturb wetlands, contact Tom Morris, NNEPA at (928) 871-7690.

The information provided in a letter of response is based on data known to the NNHP at the time of the Data Request. The information should not be regarded as a final statement on the occurrence of any species, nor should it substitute for on-site surveys. Also, because the NNHP's data are continually updated, any given response is only wholly appropriate for its respective request.